AHEC Meeting Minutes

Date: Wednesday, July 27, 2022, 8:00pm @ East Courtyard

Attendees:

Akhilan

Vishwak

Deirdre

Yanina

John

Xiaowei

Kim

Tzu-An

Shomik

Minutes: Shomik

[Update] Automatic light switches

* Used to have automated in common areas but people hated it
* With an override built in
* Publicity will make posters to remind people
* Where will they go?
	+ Bike + laundry room would be good initially
	+ Floor common rooms later
* Poll to residents? Not for bike + laundry, but for others maybe
* Ask Denise to go ahead with these 2 spaces
* Corridor lights
	+ Might need more sensors for hallways
	+ Might be a safety concern
	+ Dimmed lights at night
	+ And during the day based on sunlight
* Ask Denise about hallway lighting

[Update] Report back from any outside meetings

* SPEC – AHEC meeting
	+ Orientation schedule to prevent event overlap
	+ Compromise solution
		- Ashdown Dance Party and Brunch on second weekend (10+11)
		- BBQ first Friday
		- Speed Friending on Fri / Sat
	+ SP schedule
		- BBQ Sep 9
	+ Ashdown schedule
		- Dessert Night Sep 1
		- Speed Friending Sunday Sep 4
		- Puzzle Hunt Sep 5
		- Dance Party Sep 10
		- Brunch Sep 11

[Update] Orientation schedule

* See above

[Update] Unified orientation advertising

* Single poster with all events
* Ask Events if they want to do it
	+ Otherwise Ignacio / Publicity

[Update] Committee budgets

* Coffee Hour
	+ $4500 for summer coffee hours
	+ Adam didn’t recall approving that
	+ Bit too much for the summer
	+ HoH can provide $10k per year
		- $2k from another fund
		- ~$250 per week
	+ Fall 4.2k, Spring 3.6k, Summer ~2k
	+ Stagger coffee hours?
	+ Strategic breaks when it is less attended anyway
	+ Schedule Events when coffee hour has a break
	+ Current budget will be covered for the year. But 12k for the year next year
	+ Currently $350 from house tax for every special hour
		- Take $10 from house tax every week instead, $300 for special hours

[Update] Check suggestion box for entries

* Create a voting system for general issues
	+ Makes sense for big changes
	+ Does mailing list qualify for this?
	+ AHEC are representatives
* Summary of AHEC meetings
	+ Akhilan hasn’t been doing this because value is unclear
	+ Attach previous week minutes to agenda email

[Update] Mailing lists

* People complaining about too many sales emails
* Many people unsubscribed from ashdown-talk
* ashdown-sales and ashdown-spam were created
* Opt-in vs. Opt-out

[Discussion] Snake issue? 🐍

* Yanina slept with a knife under her pillow
* Fake snake in floor lounge should be removed
* Denise was alerted about the snake
* Maybe clarify to residents that it is a joke (HoH)

[Update] Gym equipment

* Parts are ordered

[Update] Dampers on gates

* Denise is aware

[Update] Sustainability

* Add Devashish to GSC mailing list
* Send picture of SP trash chart

[Update] Joint events with CoSI

* Meeting next Monday at 7
* 3-4 people will attend

[Update] Website related stuff

* Webmaster is at an internship. Returns beginning of semester
* Will get a server to host website

[Update] Website access for communications officers

* Postponed until webmaster returns

[Update] Publicity items

* Ignacio got lots of poster tasks
* He has returned and will take care of it

[Update] Bird feeder

* Kim will take care of it today

[Update] Updating swag inventory

* Xiaowei has roughly updated it

[Discussion] AHEC Closet Door

* Is someone secretly accessing it?

[Update] New AHEC closet keys

* Have 5 keys now. Need to distribute
* 2 at front desk, 2 for AHEC, 1 for events
	+ Akhilan and Yanina

[Update] AHEC closet stickers

* Sticker sheets created, Hulsizer stickers to closet

[Update] Contraceptives in public restrooms

* Inventory officer got first shipment from MIT Medical
	+ Placed supplies in womens restrooms
* Akhilan will distribute to mens restrooms
	+ Send email to let residents know

[Update] Broken elevator

* Remind Denise every so often
	+ Returns on Aug 8

[Discussion] Next year projects: Goals Prioritization, Execution Plans

* Conflict resolution training in planning
* Flyer with contact info with resources
* Ashdown-club activities. Start in Fall
* Set up subscriptions – Amogh working
* Wellness – once officer returns
* Academic – meeting with CoSI
* Composting / sustainability – add Devashish to GSC mailing list
* AHEC town halls

[Discussion] Adding new projects

* AHEC meeting updates seem stagnant
* Where is the progress I.e. with website
* Summer time may be causing this
* More funding sources, encourage people to apply to
	+ Xiaowei will look into this
	+ Alumni fundraisers
	+ Spring Concert with reception
		- Invite alumni
* Door tags
	+ Design contest
	+ Do people want to have door tags?
	+ Can take down if they don’t want it
	+ Xiaowei will lead
	+ Need register from housing – from Adam
	+ Sustainability – reuse current doortags?
		- Some people want to have more
		- Recycle bin for old door tags
* Headshots for officers
	+ Slotted poster where photos can be changed
	+ Or cork board similar to MIT main hallways
	+ Yanina will lead
* AHEC should take action on new projects

[Update] Hiring new officers

* After orientation
* Flyers to advertise being an officer
* Highlight which positions are specifically searching
* Yanina will lead
* Operations chair is retiring

[Discussion] Anything else

* Increase fine for vacuum and badminton racquets
	+ $5 + $1 for each day
		- $5 for first day, then $25?
		- Linear increase in fines per day
		- For now: increase fine to $20 + $5 / day
		- Need money for new vacuums
		- Blacklist for borrowing
	+ SP has a system – can see which items are out
		- Inventory officer looking into inventory system
		- New project: upgrade inventory system
		- Tied to student account
		- Periodic emails to who checked out to remind them
	+ Vacuum repairs
	+ Are fines being enforced?
		- Check with marouane
* Update Ashdown-wiki
	+ Currently outdated
	+ Update before orientation
	+ Akhilan will lead – assign sections to update
* Food Safety training
	+ Online course – should be free
	+ Temperature of food, dishes, gloves, etc.
	+ Xiaowei will check with Naomi
	+ Requirement for brunch and coffee hour

Presided by: Akhilan

Meeting adjourned